

lowAccess Project 14

Uniform Data Reporting for Mental Health

Monday, September 22, 1997, 1:30 p.m.
Dept. of Veteran Affairs, Room 975, Federal Building
Des Moines, Iowa

Meeting Summary

Project 14 Members Present:

Tammy Adkins (for Jeananne Hagan)
Larry Allen
Lynn Ferrell
Steve Kerber
Marge Knudsen
Sandy Mireles (remote)
Jill Havick (remote for Beth Crowell)
Mae Hingtgen (remote)
Mannie Holmes (remote)
Harold Templeman
Shane Walter (remote)
Deb Westvold

Contractor:

Rich Hendricks
Marc Nehl

Staff:

Arlinda McKeen

Welcome and Introductions

Harold Templeman began the meeting with self introductions in Des Moines and the remote sites. The contractors from McGladrey & Pullen were introduced.

Report on Proposal Evaluation and Contractor Selection

There were six proposals submitted in response to the lowAccess Project 14 Request for Services (RFS). Five members of the team reviewed and scored the proposals. McGladrey & Pullen's proposal scored highest and was determined to best meet the needs set out in the RFS. In discussions with the contractors, it is clear that their approach will include the necessary commitment and participation by team members.

Presentation by McGladrey & Pullen

Contract staff introduced themselves and provided an overview of their role. Marc Nehl will serve as the senior manager. Rich Hendricks will be the project manager who will handle the primary implementation responsibilities.

Nehl outlined critical success factors:

- McGladrey's understanding of the team's business goals
- Timeliness of communications
- Team understanding of the design and development process
- Everyone understanding their role on the project

Rich Hendricks described the methodology around which the work plan will be developed. Components of the methodology include:

- business requirements
- solutions planning
- systems design
- interactive development
- system construction
- quality assurance
- pilot test
- production

There will be initial emphasis on the first three points in order that the remainder of the project go more smoothly.

The contractors will hold a series of three "prototyping sessions" to help frame the needs and design the system. The CPC (or designee) from each of the pilot counties and representatives of DHS are asked to participate in all of these meetings. Other team members are invited and encouraged to participate as well. The first meeting will be held at ISAC offices from 10:00 - 3:00 on January 20, 1998. Subsequent meetings will be held on January 26 and February 2 in the State Public Policy Group conference room. Staff will work with the leads to make arrangements for the three meetings.

Hendricks and Nehl will disseminate information to participants prior to that set of meetings so the agenda and expectations will be known and understood.

Update on Project 1

McKeen provided an overview and update on Project 1. The Project 1 team addressing the Citizen Information Network (access to all the lowAccess projects) has issued an intent to award to Iowa Interactive. The implementation of this project is critical to all of the lowAccess projects, and the Project 1 contractors will be available to meet with contractors or teams from other projects early in January.

A question was raised about which of the databases from the state level will be included in the Project 14 system. The databases have been prioritized, knowing that it is not likely that all will be able to be included. The identified databases include Medicaid, institutional databases, the county billing system, and state cases. This issue will need to be addressed by the contractor to determine how many of the state databases can be pulled in.

There will not be a full team meeting on January 26 from 1:30 - 3:30 as previously scheduled. The smaller group will meet from 10:00 - 3:00 instead in a prototyping session with the contractor.

The meeting adjourned at 2:20.